

ALTERNATE WORK WEEK SCHEDULES FOR NON-SAFETY WORK WEEK GROUP 2 PERSONNEL (Excludes Unit 8)

1062

(No. 3 April 1990)

DEFINITION

1062.1

(No. 114 September 2007)

An Alternate Work Week (AWW) is an alternative to the normal five-day 40-hour administrative work schedule for Work Week Group (WWG) 2 employees. Following are typical AWW schedules:

- 4/10/40 An employee works four 10-hour days between Monday and Sunday
- 9/8/80 An employee works eight 9-hour days and one 8-hour day in a two-week period and takes one day off every other week.
- 6/12/8/80 This AWW is only for Communications Operators. An employee works six 12-hour days and one 8-hour day in a two-week period and takes four days off in one week and three days off in the second week.

SUPERVISORS'S RESPONSIBILITIES

1062.2

(No. 114 September 2007)

The supervisor is responsible for ensuring that necessary coverage and work will not be affected by allowing an employee to change to AWW. If work or the operations of the unit are affected at any time, the AWW may be temporarily interrupted or can be canceled by the supervisor. The supervisor should consult applicable MOU provisions on any advance notification requirements.

PROCESS FOR REQUESTING AND TERMINATING

1062.3

(No. 114 September 2007)

1. The employee completes an Alternate Work Schedule Request ([Form PO-162](#)) and submits to his or her supervisor for approval.
2. Upon approval, the employee's supervisor sends the form to the Program Manager/Unit Chief for final approval.
3. Following final approval, the Program Manager/Unit Chief forwards the original PO-162 to the Personnel Office prior to the effective date. The Personnel Office will maintain the original PO-162 in the employee's Official Personnel File.
4. The request for AWW may be granted for the period of up to one year from the effective date. It is the employee's responsibility to renew his or her request annually.

Effective Date: Assignments of, changes to, and/or termination of an AWW should be at the completion of the AWW schedule. The schedule will be one or two weeks depending on the AWW.

Permanently Changing Days Off A change in assigned days off requires completion of a new agreement form.

A change in assigned days off for a 4/10/40 employee must be effective on a Monday.

A change in assigned days off for a 9/8/80 employee should be at the completion of the AWW schedule. The work schedule will be one or two weeks depending on the AWW.

A change in assigned days off for a 6/12/8/80 employee must be effective at the end of a two-week period.

The employee may request in writing to cancel his or her AWW agreement at any time.

TIME REPORTING

1062.4

(No. 3 April 1990)

EXCESS HOURS

1062.4.1

(No. 114 September 2007)

AWW scheduling sometimes results in a difference of hours worked in a pay period. Hours worked above the required number of hours in a pay period are called excess hours. Hours worked below the required number of hours in a pay period are called deficit hours. To determine excess/deficit hours use the appropriate Shift Adjustment Table on the CALFIRE Intranet (<http://calfireweb/Library/Forms/Personnel/Forms>).

Excess hours will be carried as a credit on the employee's attendance report.

Deficit hours will not be carried over to the next pay period. The employee must use leave credits to equal the required 168/176 hours per pay period. If the employee does not have sufficient leave credits, his or her pay will be docked.

Upon an employee's transfer out of the Department, any excess hours will be paid at the straight time rate.

LEAVE CREDITS

1062.4.2

(No. 114 September 2007)

Leave credits, including sick leave, vacation, CTO, and excess hours must be charged according to the employee's work schedule.

- An employee on a 4/10/40 schedule who is absent on a day that he or she is required to work must charge 10 hours of leave credits.
- An employee on a 9/8/80 schedule who is absent on a day that he or she is required to work 9 hours must charge 9 hours of leave credits.
- An employee on a 6/12/8/80 schedule who is absent on a day that he or she is required to work 12 hours must charge 12 hours of leave credits.

An employee must temporarily revert back to a 5-day, 40-hour work week schedule for a minimum of one week when on jury duty or military leave, or when using leave credits prior to going on Non-Industrial Disability Leave or State Disability Insurance. The temporary work schedule change must be coordinated with the employee's Personnel Specialist.

BEREAVEMENT LEAVE

1062.4.3

(No. 114 September 2007)

A maximum of 24 hours is allowed for Bereavement Leave. An employee on AWW must supplement the 24 hours with leave credits other than sick leave to total the daily number of hours the employee is required to work on his or her alternate work schedule (i.e., an employee on a 9/8/80 schedule who takes three 9 hour days of bereavement leave must supplement with 3 hours).

HOLIDAYS

1062.4.4

(No. 114 September 2007)

If a holiday falls on a regularly scheduled work day, and an employee on AWW does not work or only works a partial day, the employee is required to supplement the eight hours holiday credit with leave credits (other than sick leave) to total the daily number of hours the employee is required to work on his or her alternate work schedule (i.e., if an employee on a 9/8/80 schedule takes a holiday off on a scheduled 9 hour day the employee must use the 8 hours of holiday credit plus 1 hour of leave credit other than sick leave to total the required hours). If the holiday falls on a normal day off, the employee will receive 8 hours of holiday credit.

PERSONAL HOLIDAY

1062.4.5

(No. 114 September 2007)

An employee will receive eight hours for his or her personal holiday credit which, when used, will count towards the 168/176 hours required for the pay period. An employee on AWW is required to supplement the eight hours of personal holiday credit with leave credits (other than sick leave) to total the daily number of hours the employee is required to work on his or her alternate work schedule (i.e., an employee on a 4/10/40 schedule would need to supplement 2 hours of leave credits (other than sick leave) to equal the 10 hours required work hours).

OVERTIME

1062.4.6

(No. 114 September 2007)

Department of Personnel Administration Rule 599.700 defines overtime as “authorized time work in excess of regularly schedule work week.” The regularly scheduled work week is 40 hours for all work schedules. Authorized work beyond the 40 hours shall be recorded as overtime and will not count toward the 168/176 hours.

PAYROLL WARRANTS

1062.5

(March 2005)

Payroll warrants will not be released to employees on an alternate work week schedule prior to pay day. No special handling of warrants will be provided.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)